

Chapter 5 - Receiving Process

Receiving reports are ADPICS documents that are created to record the receipt of commodities. Commodities can be received directly by the user or into a warehouse. When the user receives commodities directly from the vendor, see Section 5.1 Procurement Receiving Report Processing. When a warehouse receives commodities for storage and future inventory issue, see Section 5.2 Inventory Receiving Report Processing. When the user receives commodities from a warehouse, there is no receiving report created. Instead, an Inventory Issue document is created. See Section 6.1 Inventory Issue Processing.

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The receiving process of ADPICS records the receipt of goods or services. The accounts payable process of ADPICS prepares Voucher Payable documents (invoice and voucher) so that payment can be made for goods or services received. The generation of payment is based on the completion of a matching process. See Section 9.11 Accounts Payable Document Matching for complete details.

The matching process requires that two or three documents be completed before payment can be made in R★STARS. A two-way document match (purchase order/invoice) is usually used for services, and a three-way document match (purchase order/invoice/receiver) is usually used for goods.

An ADPICS Receiving Report is created to record the receipt of any commodity purchased with a three-way document match type entered on the purchase order. For further information, see Section 9.11 Accounts Payable Document Matching.

When the match process is complete, a voucher number is system generated. When posted, the voucher will liquidate the encumbrance in R★STARS that was established for the associated purchase order. It will also activate the generation of the warrant or EFT (electronic funds transfer) in R★STARS to pay for the goods or services received. For further information, see Section 12.1 What Interfaces to R★STARS.

5.1 PROCUREMENT RECEIVING REPORT PROCESSING

When creating procurement receiving reports, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section

2	ADPICS Basics
7	Change Order Processing
9	General Transaction Features
Appendix A	ADPICS Tables

5.1.1 Procurement Receiving Header Definition Entry

Procurement receiving reports are created for commodities received by the user for direct use. These commodities are not being stored in a warehouse for future issue to the user. For commodities received for warehouse stock replenishment, see section 5.2 Inventory Receiving Report Processing.

Procurement receiving is done on the Receiving Header Definition screen (PCHL3100). From the Main Menu (PCHL0000) select <F3> Receiving Menu (PCHL3000), then select <F1> Receiving Header Definition (PCHL3100).

Data Entry Instructions:

Receiving Rpt ID	Leave blank if creating a new receiving report. When saved, the system will generate a number. Enter the receiving report ID if inquiring or replacing an existing one.
Receive All	The system defaults to 'N.' This indicates whether all items have been received. When it has been determined that all items on the purchase order have been received, change this to 'Y.'
Note	The system displays 'N' because no notes are associated with a new receiving report (will change to 'Y' if you add a note in the note pad, see Section 2.3 Note Pad)
Purchase Order ID	Enter the Purchase Order ID being received against

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Document Type	The system defaults to 'RG.' If necessary, enter a different Document Type, which must exist in Miscellaneous Table 64 (PCHL5750).
Dept	The system retrieves the Department ID, based on the user's security
Date Received	The date the goods or services were received
Create Date	The system defaults to the date the document was created.
Date Accepted	The date the goods or services were accepted
PO Due Date	The purchase order delivery date is retrieved, based on the Purchase Order ID entered
Reject Code	Leave blank when creating a new receiving report. When rejecting a receiving report, enter a valid Reject Code. If entered, the Reject Code must exist in Miscellaneous Table 69 (PCHL5750). See Appendix A for valid reject codes.
Procure/Inv Ind	The system displays either 'P' (procurement) or 'I' (inventory) depending on whether <F1> or <F2> was selected from the Receiving menu (PCHL3000)
Action Indicator	Defaults to 'N' (not posted)
Interface Type	Defaults to 'XX' (non-financial) because receiving reports have no financial impact on the accounting system.
PARE Indicator	Defaults to 'N.' Change to 'Y' if the commodity is to go through the Performance and Reliability Evaluation.
Vendor ID	When saved, the Vendor ID is retrieved, based on the Purchase Order ID entered
Status	Will default to not posted (NOPT) for new receiving reports. If using inquiry, will default to current status.
Vendor Name	When saved, the system retrieves the vendor's name based on the Vendor ID

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Mail Cd	The system retrieves the vendor's mail code based on the Vendor ID
Address	The system retrieves the vendor's address (including city, state, zip code and country) based on the Vendor ID

After entering the above data, press <F10> to save the receiving report.

The message line will read RECEIVING REPORT HEADER CREATED, PRESS F10 FOR DETAIL ENTRY. **Do not press <F10> at this time.**

NOTE: If you entered an invalid Purchase Order ID, the message line will read PO/CONTRACT DOES NOT EXIST, PLEASE REENTER. You should verify and re-enter the Purchase Order ID, then press <F10> Save again.

Before receiving the goods, you should verify that they have been shipped to the correct location. Press <F8> Address to view the shipping address(s). The system will transfer to the Purchase Order Address Table Maintenance screen (PCHL2406).

Verify Shipping Address

The Purchase Order ID has been retrieved, along with the Line Number. When the Line Number is '000,' all of the items on the purchase order have been shipped/billed to the same address(es). When the Line Number is not '000' each line item has been shipped or billed to more than one address.

Look at the S/B field. An 'S' indicates a shipping address and a 'B' indicates a billing address. The Qty field indicates the quantity of the line item that should be shipped/billed to the corresponding address. When Line Number is '000,' the Qty field will be blank. The Address field contains the shipping/billing address.

Verify that the shipping address(es) are correct for your location. If necessary, press <F8> to view the next page for this line item.

If the Line Number is not '000' or if Line Number '000' contains only billing addresses, press <F5> Next to view the next line item.

Verify the shipping address(es) for this line item. Repeat as necessary until you have verified all line items.

Press <CLEAR> to return to the Receiving Header Definition screen (PCHL3100).

After verifying the shipping address(es), do one of the following:

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Shipping Address(es) Correct – If the goods have been shipped to the proper location, press <F10> Save. The system will automatically access the Procurement Receiving screen (PCHL3110) when the Procurement/Inventory indicator is 'P.' The Receiving Report ID will be generated. Go to Section 5.1.2 Procurement Receiving Detail Entry. When the Procurement/Inventory indicator is 'I' (inventory), the system will access the Inventory Receiving screen (PCHL3120). If this screen is accessed, see Section 5.2.2 Inventory Receiving Detail Entry.

Shipping Address(es) Are Not Correct – When the vendor did not ship to the correct address(es), reject the receiving report and follow department procedures for returning the goods to the vendor or to the correct address. See Section 5.1.6 Reject a Procurement Receiving Report.

Some Shipping Addresses Are Correct and Some Are Not – Receive the line items that were correctly shipped. Reject the line items that were not shipped to the correct address. Follow department procedures for returning incorrectly shipped goods to the vendor or to the correct address. Press <F10> Save. The system will automatically access the Procurement Receiving screen (PCHL3110) when the Procurement/Inventory indicator is 'P.' The Receiving Report ID will be generated. Go to Section 5.1.2 Procurement Receiving Detail Entry. When the Procurement/Inventory indicator is 'I' (inventory) the system will access the Inventory Receiving screen (PCHL3120). If this screen is accessed, see Section 5.2.2 Inventory Receiving Detail Entry.

5.1.2 Procurement Receiving Detail Entry

When the Receiving Header Definition screen (PCHL3100) is successfully saved, the system will access the Procurement Receiving screen (PCHL3110). The Receiving Rpt ID will be system generated.

The PO/Contract ID and Line first number is retrieved, along with the Commodity ID and commodity name. The Qty Ordered and Unit Size (unit of measure) is also retrieved from the purchase order.

Enter the following data for the line item. If the line item is not being received, press <F5> Next to retrieve the next line item:

Qty Accepted	The quantity of goods that you are accepting (if none, leave blank)
Qty Rejected	The quantity of goods that you are rejecting (if none, leave blank)
Inspect Type	The system retrieves the inspection type and associated name, based on the Commodity ID, if applicable
Inspect Date	The actual date that the goods are inspected
Reject Code	The reject code if you are rejecting goods. This must exist in Miscellaneous Table 58 (PCHL5750). See Appendix A

Press <F10> to save the entry. Read the message line and follow the .follow the appropriate instructions below:

- If the message line reads NEXT RECORD DISPLAYED, READY FOR UPDATE, the next line item detail is retrieved. Repeat the above data entry for this line item.
- If the message line reads QTY ORDERED EXCEEDED, PRESS F10 TO OVERRIDE, the total quantity accepted is greater than the quantity ordered. Verify the data entry. When the quantity accepted on this receiving report does not exceed the quantity ordered, goods were excepted on another receiving report for this line item. Before overriding, you should be sure that this is not a duplicate delivery or a duplicate receiving report. Press <F10> Save if you want to override the quantities. Follow the data entry instructions above if you want to change the data entry.
- If the message line reads NO MORE DETAIL LINES, DETAIL DATA ENTRY COMPLETE, the receiver is complete. Press <CLEAR> to return to the Receiving Header Definition screen (PCHL3100). Continue with the document creation as directed below.

When all data entry is complete, press <CLEAR> to return to the Receiving Header Definition screen (PCHL3100).

To complete the procurement receiving report, go to Section 5.1.3 Completion of Procurement Receiving Report.

5.1.3 Completion of Procurement Receiving Report

Before posting the procurement receiving report, do the following to determine whether or not the entire order has been received.

View Detail Inquiry – You can view the detail inquiry by pressing <F6> View Doc from the Receiving Header Definition screen (PCHL3100). The system will access the Receiving Report Detail Inquiry screen (PCHL3300). This screen shows the Receiving Report ID, the latest update date, the Status of the Receiving Report, the associated PO/Contract ID and the Vendor ID. It lists the Requisition ID, Commodity ID, Commodity Name, Line Number, Quantity Ordered, and Quantity Accepted. The can press <F8> Next Pg and/or <F7> Prior Pg to view all of the line items. After viewing, press <CLEAR> to return to the Receiving Header Entry screen (PCHL3100).

View Receiving Summary – You can view the receiving summary by pressing <F11> Rec Summ from the Receiving Header Definition screen (PCHL3100). The system will access the Receiving Summary screen (PCHL3130). This screen shows the requisition line items included on the purchase order attached to this receiving report. You can select a line item, press <F2> Select and transfer to the Procurement Receiving screen (PCHL3110). If necessary, you can modify the data entry before posting. After viewing, press <CLEAR> to return to the Receiving Header Definition screen (PCHL3100).

After viewing the detail and summary information, enter a 'Y' in the Receive All field if all of the items on the purchase order have been received. If all of the items have not been received, enter an 'N.'

Before posting the receiving report, you can do any of the following:

Attach a Note – You can attach a note using the Electronic Note Pad (PCHL9100). Exercise good judgment when attaching notes because they are part of the document's permanent record. To enter a note, press <HOME>. Enter NOTE in the 'Link To' field. Press <F9> Link. The system will access the Electronic Note Pad screen (PCHL9100). Enter the note. See Section 2.3 Note Pad for complete Electronic Note Pad instructions. Press <F10> to save the note pad data. Press <CLEAR> to return to the Receiving Header Definition screen (PCHL3100). The Note Pad field contains a 'Y' to indicate that there is a note attached.

Reject the Receiving Report – You can attach a Reject Code to the document when rejecting goods. You are not rejecting the document, only giving a reason for rejecting the goods. This can only be done on unposted receiving reports. Enter the appropriate rejection code in the Reject Code field. This code must exist in Miscellaneous Table 69 (PCHL5750). See Appendix A for valid reject codes. Press <F10> to save the rejection. The system will automatically transfer to the Procurement Receiving screen

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(PCHL3110). Press <CLEAR> to return to the Receiving Header Definition screen (PCHL3100).

After adding any notes and/or a rejection code, you must post the receiving report.

Enter a 'P' in the Action Indicator field. Press <F10> to save the data and post the document. Because the purchase order was already approved, the receiving report normally needs no further approval. The Action indicator field will remain a 'P' and the Status field will change to POST.

Read the message line.

- If the message line reads DOCUMENT POSTED, VOUCHER NOT GENERATED, MATCHING PROCESS FAILED, an invoice has not been posted for the received items. The Action Indicator will remain 'P' and the Status field will be POST. An invoice must be posted when the vendor's invoice is received in order to generate the voucher. See Section 4.1 Invoice Processing to enter invoice information.
- If the message line reads DOCUMENT POSTED, VOUCHER NOT GENERATED, MATCHING PROCESS FAILED TOLERANCE, an associated invoice has been posted, but the matching criteria has not been met. The Action Indicator will change to 'E' and the Status field will be MERR. See Section 4.4 Exception Processing to process a tolerance exception.
- If the message reads RECEIVING REPORT POSTED, VOUCHER GENERATED, an associated invoice has been posted and there are no tolerance errors. The Action Indicator will remain 'P' and the Status field will be POST. See Section 4.2 Voucher Processing to complete the voucher.

5.1.4 Change an Unposted Procurement Receiving Report

You cannot change any data that was retrieved from the purchase order. If this data must be changed, you must delete the receiving report and change the posted purchase order. See Section 5.1.4 Delete an Unposted Procurement Receiving Report. See Section 3.5.7 Change a Posted Purchase Order.

To change header information, see Section 5.1.1 Procurement Header Definition Entry.

To change commodity information, see Section 5.1.2 Procurement Receiving Detail Entry.

5.1.5 Delete an Unposted Procurement Receiving Report

To access the Receiving Header Definition screen (PCHL3100) from the Main Menu (PCHL0000), select <F3> Receiving Menu (PCHL3000), then select <F1> Receiving Header Definition (PCHL3100).

Enter the Receiving Report ID. Press <ENTER> to retrieve the receiving report that you want to delete.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

5.1.6 Change a Posted Procurement Receiving Report

You cannot change a posted receiving report. You must cancel the receiving report and create a new one. To cancel the receiving report, see Section 5.1.7 Cancel a Posted Procurement Receiving Report. To create a new receiving report, see Section 5.1.1 Procurement Receiving Report Header Definition Entry.

A receiving report cannot be cancelled if a voucher has been generated for the receiving report. If the voucher is unposted, it must be deleted. See Section 4.2.2 Delete an Unposted Voucher. If the voucher is posted, see Section 4.2.7 Cancel a Posted Voucher.

5.1.7 Cancel a Posted Procurement Receiving Report

A receiving report cannot be cancelled if there are outstanding documents (i.e., unposted voucher) associated with it. If you try to cancel a document that cannot be cancelled, the message line at the bottom of the Document Cancellation screen (PCHL8500) will advise you.

To cancel a posted receiving report a Document Cancellation (PCHL8500) must be created and posted. See Section 6.2 Document Cancellation.

After the Document Cancellation (PCHL8500) has a POST Status, the Status field on the Receiving Header Definition screen (PCHL3100) will be CNCL.

5.1.8 Print a Returned Goods Letter

When goods have been rejected and are being returned to the vendor, a Returned Goods Letter can be printed from the Receiving Header Definition screen. This document can be sent with the returned goods, or mailed to the vendor as notification that goods are being returned.

To print a Returned Goods Letter, access the Receiving Header Definition screen (PCHL3100) by selecting <F3> Receiving Menu (PCHL3000) from the Main Menu (PCHL0000). Then select <F1> Receiving Header Definition (PCHL3100).

Enter the Receiving Report ID. Press <ENTER> to retrieve the receiving report for which you ~~you~~ want to print the Returned Goods Letter.

To print the reason for rejection on the Returned Goods Letter, enter the appropriate rejection code in the in the Reject Code field, prior to posting the receiving report. This code must exist in Miscellaneous Table 58 (PCHL5750).

Press <F7> Print Ret, to print the Returned Goods Letter.

Follow established procedures for submitting the letter to the vendor.

5.2 INVENTORY RECEIVING REPORT PROCESSING

This section of Chapter 5 will be forthcoming.

Please follow the instructions in Section 5.1 Procurement Receiving Report Processing to receive commodities into inventory until Inventory Processing becomes available in ADPICS.